

Department of State**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity****(NOFO):** FY 2022 Arts Envoy Program**Announcement Type:** New Cooperative Agreement**Funding Opportunity Number:** SFOP0008662**Assistance Listing Number:** 19.415**Key Date/Application Deadline:** May 16, 2022

Executive Summary: The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) Office of Citizen Exchanges, Cultural Programs Division (referred to throughout this NOFO as ECA/PE/C/CU) announces an open competition to support the FY 2022 Arts Envoy Program. Through this cooperative agreement, ECA plans to send approximately 300 professional U.S. artists, experts, or groups overseas as Arts Envoys to engage with key foreign audiences through cultural and arts-based activities, including workshops and master classes. This agreement will provide the artists with end-to-end programmatic support as they engage with audiences in all regions of the world, both in-person and virtually. U.S. public and private academic and cultural institutions, exchange-of-persons, and other not-for-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may submit proposals in response to this NOFO. Applicants may only submit *one* proposal under this competition. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

A. Program Description:

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

Purpose:

Cultural diplomacy enhances cross-cultural understanding and opens new avenues of dialogue and collaboration between individuals and nations. In support of U.S. Department of State foreign policy objectives, the Arts Envoy Program enables approximately 300 U.S. artists, groups, and cultural experts each year -- including performing artists, visual artists, poets, playwrights, chefs, dancers, theatrical and film directors, curators, and others -- to travel abroad as Arts Envoys for individual or group programs and/or engage and consult virtually with key foreign audiences through performances, workshops, meetings, seminars, artistic collaborations, and appearances in foreign media. Arts Envoy programs are created and implemented in close coordination with U.S. embassies and consulates abroad. Programs are designed to help meet

embassy objectives that address key foreign policy goals and may take a variety of forms. By addressing topics identified and developed by U.S. missions in cooperation with ECA, the program promotes an understanding of U.S. policies and institutions and the political, economic, social, and cultural context from which they arise. Arts Envoy programs seek to support core Administration and Bureau principles, such as strengthening democratic processes and institutions, building a more stable, inclusive, and entrepreneurial economy, and exemplifying the importance of the principles of diversity, equity, inclusion, and accessibility.

Arts Envoys represent the full diversity of the United States' society, arts, and culture. ECA/PE/C/CU and the award recipient recruit experts from professional organizations, academic institutions, other U.S. government entities, and creative industries, including all genres of arts and performance. Arts Envoy individuals and groups are programmed in one or more countries; in-person programs range from five days to six weeks in length, while virtual or hybrid programs may be of shorter or longer duration, as appropriate to the mission objectives being served. All Arts Envoys must be at least 18 years of age and U.S. citizens. Exceptions are considered on a case-by-case basis when necessary to meet a critical need.

Examples of typical Arts Envoy programs, including virtual programming implemented during the pandemic when travel was not advisable, follow:

- Four groups of Arts Envoy cultural exchange artists – a fashion designer, a dance group, a chef, and a jazz quintet – visited Qatar in November and December of 2021 as the country celebrated the conclusion of the Qatar-USA Year of Culture. The Year of Culture prioritized the Mission goals of building a strong and vibrant civil society in Qatar while promoting trade and investment in the U.S. economy. The Arts Envoy exchanges, which included workshops, performances, and demonstrations, focused on primary contributions of the United States to shared culture in the fields of art, fashion, cuisine, dance, music, and entrepreneurship.
- An Arts Envoy musician and her band performed virtually at the Hyderabad International Jazz Festival in support of PAS India's "16 Days of Activism Against Gender-Based Violence." The musician, who has expertise in women's empowerment, and her band spoke virtually to an in-person audience in Hyderabad on themes of women's empowerment and countering gender-based violence. The performance highlighted the under-recognized contribution of women performers to jazz music, promoted an understanding of the United States to an Indian audience through jazz, and highlighted U.S. contributions to cultural preservation.

The Arts Envoy Program seeks to:

- Foster mutual understanding and deepen trust between the people of the United States and foreign countries to counter negative stereotypes and advance safety and security.

- Advance and complement U.S. foreign policy objectives by enabling U.S. citizen cultural experts to interact, as program participants (Envoys), with key foreign audiences worldwide.
- Build the capacity of creative leaders and institutions to develop new skills, partnerships, and opportunities, which promote creative industries and entrepreneurship.
- Identify and recruit the most appropriate U.S. cultural experts to undertake and participate in Public Diplomacy programs in response to Department of State strategic initiatives and requests from U.S. missions abroad.
- Convey the diversity and high artistic merit of the arts in the United States and increase awareness and understanding of U.S. art, culture, values, and society among international audiences.
- Enable foreign audiences to learn about U.S. culture, society, and institutions, supporting development and growth of civil society and cultural and social institutions abroad, and countering negative stereotypes.
- Establish sustained relationships and linkages between Arts Envoys, U.S. missions, and foreign audiences, peers, and institutions in order to cultivate the exchange of knowledge and skills that benefits participating communities.
- Implement music-or-dance themed programs that build on the Department of State's legacy of diverse cultural engagement and emphasize and highlight the diversity, equity, inclusion, and accessibility of U.S. arts and culture. In addition to performances, programs typically include workshops, demonstrations, and other forms of engagement with a wide range of overseas participant groups including but not limited to students, youth, emerging artists, arts instructors, and established artists and arts leaders.
- Implement arts-themed tours or programs that focus on policy priorities such as disability rights and access, arts entrepreneurship and economic development, intellectual property rights, democratic values, and climate protection and environmental stewardship.
- Implement, through subawards if appropriate, Arts Envoy culinary diplomacy programs that include a thematic focus on food security, entrepreneurship, trade promotion, and sustainable practices.

As described in section D.10, applicant-designed objectives and indicators that are specific to a proposed program and this proposal should be identified as necessary to measure proposed program outputs, outcomes, and impact over the course of the proposed period of performance.

A1. Recipient Responsibilities:

The responsibilities of the recipient organization are as follows:

1. Program Development:

- Independently conceive (and propose to ECA/PE/C/CU for approval) potential Arts Envoy programming that shares the best of the U.S. arts community with the world to foster cross-cultural understanding and collaboration, to demonstrate shared values and aspirations, and to address foreign policy themes and objectives enumerated and/or identified by ECA/PE/C/CU.
- If/as needed, identify and manage appropriate subaward recipients to manage specific initiatives.
- Collaborate with ECA/PE/C/CU to design arts exchange projects that respond to specific requests from U.S. Missions abroad, and recruit participating individual U.S. experts or arts groups as Envoys, subject to approval by ECA/PE/C/CU.

2. In collaboration with ECA/PE/C/CU, research artists and arts group to be considered as Arts Envoy candidates. Compile and maintain a list/catalogue of a wide range of U.S. performing artists and/or experts and descriptions of their art forms/genres/specializations that U.S. missions abroad can consider when planning.

3. Initial Request: The award recipient will work in consultation with ECA/PE/C/CU staff to establish a workflow for the initiation and approval of projects and budgets. This workflow will also be used as the basis for tracking program expenses and reporting on actual expenditures vis-a-vis the amounts initially requested by ECA/PE/C/CU.

4. Participate in periodic meetings with ECA/PE/C/CU to discuss and develop best practices for Arts Envoy program development and implementation. Work with ECA/PE/C/CU to address any generally applicable variations or complications that may arise with the program.

5. Travel arrangements: Once ECA/PE/C/CU staff approve a program for implementation, the award recipient will arrange preliminary flight schedules for program participants and submit them back to ECA/PE/C/CU staff for review. Flight requests may include both international travel and in-country program-related flights and should be compliant with any relevant travel restrictions related to, for example, vaccination or other requirements during global pandemic situations, of which the award recipient should stay abreast. Scheduling of travel may involve several conversations between the award recipient and ECA staff. Travel requests will be for all six geographical regions (Africa, Europe and Eurasia, East Asia and Pacific, Near East and North Africa, South and Central Asia, and the Western Hemisphere) of the world. Note: ECA reserves the right to reduce, revise, or increase proposed project configurations,

budgets, and participant numbers in accordance with the program's needs and the availability of funds. In addition, the Bureau reserves the right to change and/or add countries to an Arts Envoy project should conditions change in a particular country and/or if other countries and/or regions are identified as viable alternatives and/or Department priorities.

- All travel must be Fly America Act compliant and conform to U.S. Government Travel Regulations, including the approved uses of business class travel.
- All tickets must be refundable, since there may be last minute changes to itineraries, and cancellations for various reasons, unless an exception is approved by ECA.
- Once the flight schedule is approved by participating U.S. mission, the program participant, and ECA/PE/C/CU, the recipient will be advised that the airline ticket should be purchased and issued.
- The award recipient must be able to respond to last minute requests for itinerary and/or ticket changes, and to issue tickets with less than 24 hours of notice and on weekends.

6. **Passports and Visas:** Arts Envoys may be required to obtain a visa(s) in order to travel. The recipient must arrange and secure visas as required and assist with passport renewals for Arts Envoy program participants. Visa services include providing program participants with instructions and necessary application forms; confirming receipt of such information and forms; providing for express mailing of completed applications and passport from the participant back to the recipient or subaward recipient; application drop-off and pick-up from the appropriate foreign embassy, consulate, or visa service provider; and express mailing of passports/visas back to the program participant. Some additional requirements follow:

- Use regular processing for visas when time permits. Expedited processing must be approved in advance by ECA/PE/C/CU. Visa fees associated with non-program participant travelers (e.g., spouses/dependents), as well as non-program-related travel of the program participant are the responsibility of the program participant.
- Cover costs of overnight and express mailings of applications and passports to and from program participants.
- Keep the ECA/PE/C/CU staff informed of the status of visa requests as well as problems, concerns, special requirements, or lack of response from program participants or other issues as needed throughout the passport or visa issuance process.
- Track the status of in-process visa requests, including the expected date of return of the passport to the traveler.

- Stay up to date on changes in foreign visa requirements and maintain ability to quickly and accurately determine current requirements for any country.
7. **Vaccination or Medical Requirements:** Arts Envoys may be required by airlines or destination countries to demonstrate vaccination or related requirements in order to travel.
8. **Financial Disbursements.** Payments to Arts Envoy program participants typically include an honorarium of U.S. Dollars \$300 per day, an educational allowance of \$200 per trip, reimbursement for the cost of required vaccinations, visa fees, pre-departure ground transportation, en-route stopovers, and airport entry and departure fees. ECA/PE/C/CU may also authorize lodging costs at GSA published rates. Honorarium is provided for each day of the official project, to include en-route stopovers, weekends, travel days, rest days, agreed-upon preparation days, and holidays recognized by the U.S. Embassy or Consulate. ECA/PE/C/CU will provide the award recipient with an initial budget for each project upon approval. Please see the PSI for specific allowable line-item amounts.

NOTE: The Arts Envoy Program requires that U.S. missions cover most in-country expenses and recruit other appropriate program partners to share program implementation costs. While U.S. missions and/or co-sponsors are typically responsible for the following costs, ECA/PE/C/CU reserves the right to authorize some or any of these additional costs to be disbursed by the award recipient:

- U.S. Government per diem rates as posted for location
 - Local travel/transportation costs, including lodging
 - Translator costs/script translation
 - Venue rentals
 - Performance rights costs
 - Interpreter fees
 - Project and/or art supplies
9. **Pre-Departure Orientations:** In consultation with ECA/PE/C/CU, the award recipient will provide written background covering expectations of the Arts Envoy program and pertinent, country-specific information to prepare Envoys for their programs. Additionally, the award recipient will conduct a virtual or in-person pre-departure orientation with each Arts Envoy covering travel, USG travel guidance and/or warnings, the program agenda, on-the-ground POCs, performance and program logistics, and other relevant information to ensure a safe and effective program.
10. **Manage Correspondence and Communication with Envoys:** The award recipient must ensure all Arts Envoy program payments and other related materials are sent to the program participants in an expedited manner (e.g. via FedEx or courier). Under normal

circumstances, Arts Envoys should receive their payments, visas/passports, and travel tickets (or e-ticket receipts) **two weeks prior** to the start of their programs. The U.S. Department of State will also provide the recipient with letters and materials to be transmitted to program participants via these shipments. The award recipient should plan on at least one express mail shipment per program participant, or approximately 400 annually.

11. **Reporting:** The award recipient will submit semi-annual and final financial and program reports in accordance with the guidelines provided by the Department. Additionally, the recipient should provide ECA with **Final Project Cost Reports for All Projects**. These reports should be provided to the ECA/PE/C/CU Grants Officer Representative (GOR) as soon as possible, but no later than 14 calendar days after project completion. The cost categories for each project are the same as those on the Project Authorization. Data such as operating, statistical, and financial information relating to the program may be requested by the Department of State to meet its reporting requirements and answer queries concerning the operation of the Program. While not required, written reports may be submitted when warranted by events during the project, either at the initiative of the recipient, or at the request of ECA. Please see Section F.4. Required Reports for further information.
12. **Individual Project Closeout:** Ensure Arts Envoys submit final financial accounting of all expenses. The award recipient must comply with all applicable Federal, state, and local laws on tax withholding and/or reporting for all participants funded under this award.
13. **Alumni Coordination:** The award recipient will work with ECA/PE/C/CU and the ECA Bureau's Office of Alumni Affairs to encourage Arts Envoys to register with the ECA Alumni network. The award recipient will also maintain contact with Arts Envoy alumni to broadcast additional cultural exchange opportunities and possibilities for follow-on projects with the U.S. Embassies and Consulates.

A2. Program-specific Guidelines:

Competitive proposals should include the following:

1. Resumes of experienced staff who have demonstrated a commitment to implementing and monitoring international exchange projects and achieving target outcomes.
2. Resumes of experienced personnel to manage cultural and arts exchanges, including appropriate credentials (e.g., degrees, licenses) to ensure the initiative implementation is compliant with leading industry practices.

3. A strategy for implementing virtual, phone, or in-person pre-departure orientations for individual Arts Envoys and Arts Envoy groups.
4. A specific outline of how medical and safety issues will be managed, such as pandemic-related testing and mitigation protocols, as well as an outline of how honoraria, lodging costs, and airline tickets will be disbursed to program participants (Envoys) and how passports/visas will be handled based on the information in section A1. Recipient Responsibilities: 6 Passports and Visas.
5. A specific outline of the type of agreement that will be established between the award recipient and the individual Arts Envoys to specify funding and terms and conditions for each overseas program.
6. Through the Bureau's Accident and Sickness Program for Exchanges (ASPE), provide health benefits to all Arts Envoy program participants.

A3. Substantial Involvement:

In a cooperative agreement, the Department is substantially involved in program activities above and beyond routine monitoring, as follows:

1. Solicit, receive, evaluate, and approve individual Arts Envoy project proposals from U.S. missions worldwide.
2. Collaborate with the award recipient to conceive and develop project ideas, refine project proposals received from embassies and consulates, and recruit participating individual U.S. experts or arts groups.
3. Approve all participating individual U.S. experts or arts groups.
4. In collaboration with the award recipient, communicate with U.S. missions regarding program arrangements and logistics.
5. Review quarterly budget reports from the award recipient, maintaining awareness of overall budget expenditures, and approve the appropriate allocation of projects among U.S. missions in all geographic regions.
6. Collaborate with the award recipient to develop appropriate workflow processes to ensure effective communication between the Department of State and the award recipient.
7. Collaborate with the award recipient to develop standardized templates for the project authorization and airline travel booking.

8. In collaboration with the award recipient, advise the recipient on the specifics of all travel itineraries and payment amounts for all program participants.

ECA provides healthcare coverage or pays health insurance premiums for exchange participants funded by ECA. Such coverage is for international and U.S. participants in a variety of exchange-of-persons programs and must be in compliance with current insurance provisions of the Exchange Visitor Program regulations found at 22 CFR § 62.14. This coverage is subject to specific limitations and exclusions. In addition, this coverage is not intended to replace any healthcare plan or insurance policy a participant may already have and is secondary to any primary coverage that a participant may carry. The intent is to supplement existing coverage and to help ensure that a participant's basic health is protected in a foreign country.

If the applicant/program organizer will not be using ECA's healthcare coverage, it should budget (under program costs per participant) for a policy, plan, or contract that includes medical benefits, medical evacuation, and repatriation of remains coverage. Such policy, plan, or contract must comply with the Exchange Visitor Programs Regulations, specifically 22 CFR § 62.14. The period of required healthcare coverage is those periods of actual participation in ECA-funded exchange activities. The period of coverage does not necessarily coincide with the duration of the funded project.

B. Federal Award Information:

Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under A1. Substantial Involvement under A. Program Description.

Fiscal Year Funds: FY 2022

Approximate Total Funding: \$1,800,000, pending the availability of funds.

Approximate Number of Awards: One.

Approximate Average Award: \$1,800,000, pending the availability of funds.

Floor of Award Range: None.

Ceiling of Award Range: \$1,800,000, pending the availability of funds.

Anticipated Award Date: September 1, 2022, pending the availability of funds.

Anticipated Project Completion Date: February 28, 2024.

Additional Information: Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for two additional, consecutive fiscal years, before openly competing it again.

The Department reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. The Bureau reserves the right to reduce, revise, or increase the number of Arts Envoys and the number of projects in accordance with the needs of the program and the availability of funds.

C. Eligibility Information:

C.1. Eligible applicants: U.S. public and private academic and cultural institutions, exchange-of-persons, and other not-for-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit applications for this competition. Applicants must have nonprofit status with the IRS at the time of application. Please see the Proposal Submission Instructions (PSI) for additional information.

All applicants must also have a Unique Entity Identifier (UEI) number and be registered in SAM.gov (see additional information about this requirement in D.3. and D.5. below).

C.2. Other Eligibility Requirements: The following additional eligibility requirements apply to this NOFO announcement:

a.) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award, in an amount over \$130,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

b.) All proposals must comply with the requirements stated in the NOFO and the Proposal Submission Instructions (PSI); non-compliance will result in your proposal being declared technically ineligible and given no further consideration in the review process.

c.) Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

C.3. Cost Sharing or Matching Funds: There is no minimum or maximum percentage of cost sharing required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of

Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution may be reduced in like proportion.

D. Application and Submission Information:

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

D.1. Solicitation Package Location: The entire Solicitation Package may be downloaded from the Bureau's website at <https://eca.state.gov/organizational-funding> or from the Grants.gov website at <https://www.grants.gov>.

D.2. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package, including the Proposal Submission Instruction (PSI) document, which consists of required application forms and standard guidelines for proposal preparation. The application should be submitted per the instructions under D.15. "Application Deadline and Method of Submission" section below.

D.3. Unique Entity Identifier Number: You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

D.4. Required Proposal Elements: All proposals must contain an executive summary, proposal narrative, budget, and budget narrative.

D.5. Required Registration with the System for Award Management (SAM): All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain a current registration in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting is completed on any issued award. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with

registering or updating SAM.gov accounts. Failure to register in SAM.gov will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

D.6. Federal Awardee Performance & Integrity Information System (FAPIIS): Prior to making a Federal Assistance award over \$250,000, the Federal agency is required to review and consider any information about the applicant that is in FAPIIS (see 41 U.S.C. 2313) and accessible through SAM.gov. If an Applicant is currently in FAPIIS, they can comment on any information about its organization that a Federal awarding agency previously entered. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

D.7. Required Registration with SAMS Domestic: All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's SAMS Domestic by accessing <https://mygrants.servicenowservices.com> and clicking the "create an account" link. SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at <https://afsitsm.servicenowservices.com/ilms/>.

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact ECA_SAMSDomestic@state.gov and copy the program officer associated with the solicitation.

Please take into consideration the following information when preparing your proposal narrative:

D.8. For Informational Purposes Only - Adherence To All Regulations Governing The J Visa: The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
 U.S. Department of State
 SA-4E (Bldg. 3)
 2430 E Street, NW
 Washington, DC 20037

Please refer to Solicitation Package for further information.

D.9. Diversity, Equity and Inclusion (DEI) and Freedom and Democracy Guidelines:

Pursuant to the Bureau's authorizing legislation, "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic origin, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity, equity, and inclusion will enhance the program's goals and objectives and the participants' exchange experience. Proposals should demonstrate how the program will further engage diverse and underserved communities. Programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. Please refer to the "Support of Diversity, Equity, and Inclusion" review criterion of this document for more information on how this will be reviewed as a part of any application. Please also refer to the "Diversity, Equity, and Inclusion" section in the "Proposal Submission Instructions" document for specific suggestions on incorporating DEI into the proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D. 10. Program Performance Monitoring and Evaluation (M&E)

A performance monitoring framework is vital to tracking the performance and the direction, pace, and magnitude of change that result from ECA programs. This section pertains to performance monitoring in particular – as this type of monitoring is distinct from grants monitoring or other program monitoring discussed elsewhere in this solicitation. Performance monitoring is designed to assess progress against established goals and objectives across the Bureau and as established for each award.

The Bureau recommends the use of a Performance Monitoring Plan (PMP) to establish your performance monitoring plans for each award. The PMP is an important part of any proposal, as it outlines how the applicant plans to track progress towards the proposed program's goals and objectives through indicators and corresponding data collection questions. These corresponding

data collection questions help ensure that the data is being collected in a uniform way across the entire Bureau.

For this proposal and the resulting cooperative agreement(s)/grant(s), the Bureau recommends the applicant include the programmatic objectives and indicators listed below:

- Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective
 - Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities
 - E1.1.01: Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures
 - E1.1.04: Percent of participants with more favorable opinions of the United States Government
 - E1.1.09: Percent of participants who traveled abroad for the first time because of their program
 - E1.1.11: Percent of American participants indicating a change in their understanding of their host country's culture and values
 - E1.1.19: Percent of participants agreeing with statements in support of democratic values
- Objective 2: Increase the impact that participants and alumni have on their communities / countries
 - Objective 2.2: Foster participants' belief that civic engagement benefits communities/countries
 - E2.2.01: Percent of participants who have more confidence in their ability to have an impact in their home country
- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
 - E3.0.07: Percent of participants who identify as a Department of State program participant
 - ECA Sub-Objective 3.1: Alumni subscribe to platforms for resources and information-sharing
 - 3.1.02: Percent of participants who learned about new resources
 - 3.1.05: Percent of participants who are connected to ECA through a U.S. Department of State-managed platform
- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
 - E4.0.01: Percent of participants reporting increases in their job skills as a result of their program participation
 - E4.0.03: Percent of participants reporting an increase in soft skills as a result of exchange program participation
 - Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs
 - E4.1.01: Total number of participants

- E4.1.02: Total number of program cohorts
 - E4.1.16: Number of audience members attending cultural events
- Objective 6: Increase Capacity of ECA partner institutions to achieve program strategic goals
 - Sub-Objective 6.1: Increase capacity of implementing partners and educational institutions for the internationalization of programs
 - E6.1.02: Number of exchange participants from or hosted by Minority-Serving Institutions participating in ECA (both funded and private sector) exchanges
- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
 - E8.0.01: Dollar amount (\$) spent on monitoring and evaluation activities
 - E8.0.03: Response rate for participant surveys

ECA recommends that applicants use the indicators listed in this section as the minimum requirement for measurement. Applicant-designed objectives and indicators that are specific to the proposed program and this proposal should be added as necessary to sufficiently measure the relevant proposed program outputs, outcomes, and impact over the course of the proposed period of performance.

PMPs

Please see below for a sample PMP and accompanying instructions. While ECA recommends the applicant use the format provided, this is not a requirement. However, all content presented below should be included in any presentation of a PMP that the applicant submits. Successful PMPs should include the following:

- Programmatic objectives, which are statements of the condition(s) or state(s) the program is designed to achieve. Objectives are therefore bound by the resources and timeframe of the program and must be specific, measurable, attainable, relevant and time-bound (SMART). In addition to those outlined above, the applicant may propose other program objectives from the Functional Bureau Strategy, MODE Results Framework (both found here: <https://eca.state.gov/about-bureau>) or other applicant-designed program-specific objectives. For more information on SMART see the ECA Evaluation Division's website: <https://eca.state.gov/impact/eca-evaluation-division/capacity-building>. ECA recommends the proposed PMPs include a minimum of one programmatic objective for each goal included in the PMP.
- Performance indicators are measures used to gauge progress toward programmatic objectives. Indicators should be as specific as possible (following the SMART principles) and include any proposed disaggregations.
 - In addition to those outlined above, the applicant may propose additional program-specific indicators in the PMP.
 - ECA recommends the proposed PMPs include a minimum of one indicator for each programmatic objective.

- Baseline data (whether collected specifically for the program at the beginning of the award or from a previously existing source) for each indicator shall be included where relevant, as well as the target number to be achieved for each indicator.

The onus will be on the Bureau to measure outcomes of ECA participants at one-, three-, and five-years after their exchange has ended to capture the long-term impact of ECA programming. Award recipients are responsible for collecting indicator data on participant outcomes only during the period of performance of the exchange itself (see the PMP for guidelines as to when these data collection efforts should occur).

PROGRAM PERFORMANCE M&E NARRATIVE

ECA recommends that there be a narrative section within the program narrative sections of the proposal that outlines how the applicant intends to measure the indicators outlined in the PMP. This will be separate from the PMP and should include but not be limited to:

- An overview of resources available to the applicant that outline the applicant's team structure and responsibilities surrounding performance monitoring.
- The mechanism(s) through which surveys and other data collection tools (if applicable) will be administered, including: which platform will be used, how they will be advertised to participants and when – detailing strategies to ensure adequate survey response rates and reduce selection and non-response bias.
- A brief explanation of data analysis and reporting procedures.
- An overview of proposed learning plan and feedback loops to ensure that the GO/GOR are informed on performance monitoring issues at regular intervals.

RESULTS PERFORMANCE MONITORING REPORTING REQUIREMENTS

The State Assistance Management System Domestic (SAMS-D) is a database solution that serves as the official system of record for all U.S. Department of State and ECA awards. The Results Performance Monitoring (RPM) module within SAMS-D is an extension module that enables users to report performance monitoring data in the same system where they currently manage federal assistance actions. As part of ECA's efforts to streamline data collection and management, any recipients of this award will be required to input performance reporting data outlined in this solicitation into the SAMS-D RPM. The data stored in the SAMS-D RPM will provide ECA with a bureau-wide, uniform M&E reporting tool that is already linked with other elements of the awards and that existing awardees are familiar with. There is a one-time 3-hour required SAMS-D RPM module training that designated staff of award recipient organizations will need to attend to gain access to the system. Also as part of the reporting requirements, award recipients will also be required to provide ECA with the raw data for surveys in a CSV file through SAMS-D.

PERFORMANCE MONITORING PLAN

Applicant Name:	Example Organization
Fiscal Year and Program Title:	FY## Example Program
Funding Opportunity #:	SFOP000XXXX

Instructions: A performance monitoring plan (PMP) describes the proposed indicators to be captured that demonstrate progress toward achieving the objectives of the program. The table below includes the recommended programmatic objectives and indicators as indicated in the solicitation document. Within this table, please provide any additional applicant-designed objectives and indicators that are specific to the proposed program that measure the relevant outputs, outcomes, and impact over the course of the award's proposed period of performance. (Note: the placement of two rows for applicant-designed indicators is arbitrary – the applicant can add or delete rows as necessary).

While ECA recommends the applicant use the format provided, this is not a requirement. However, all content present below should be included in any presentation of a PMP that the applicant submits. Successful PMPs should include the following:

Completion: All components of the PMP are included.

Inclusion of ECA standard indicators: Includes the standardized ECA indicators pre-populated in the PMP template and listed in the solicitation without any adapting of the definitions, data sources, collection timelines and responsible entities.

Baselines and targets: Baselines and targets are included and realistic. If there is no baseline to report, there should be a plan for how to obtain or produce the value in the future.

If the applicant chooses to include any *applicant-designed objectives* and indicators, successful applicants will include the following elements:

SMART Objectives and Indicators: Objectives and Indicators should follow SMART principles (https://eca.state.gov/files/bureau/a_good_start_with_smart.pdf).

Details of indicators: All basic information of the indicators (definition, data source and question, collection timeline and responsible entity) should be included. The definitions of the standardized ECA indicators should be used as examples of what to include and the format.

Depth of indicators: Outcomes should be used where possible to demonstrate if a program is meeting its objectives. While outputs are important to understand if a program achieved what it was meant to do, outcomes demonstrate the larger effect of the program.

Indicator Structure: Ensures that the indicator does not measure multiple things (participants AND host families), does not start with a direction (“Increase” is a result, “Number of” is an indicator), and should reports numeric data (“good test results” is not an indicator)

Redundancy: There should be a clear and distinct reason for each indicator, and the indicator should not overlap with ECA standard indicators. Each indicator should be clearly linked to either an ECA standard objective or a custom objective.

Consistency with ECA Indicators: Key terms are defined the same way. Disaggregations align where appropriate, and calculations follow the same structure.

Definitions of PMP Columns

Performance Indicator: An observable or measurable characteristic that indicates the extent to which a program objective is being achieved. Specify if the indicator is an ECA standard indicator or a custom indicator.

Definition: Clarifies all terms necessary, provides details on how to calculate the data collected to measure the change expected, and includes any disaggregation (male/female; country; region; age; etc.) that needs to be reported for the indicator.

Baseline: The value of an indicator before the implementation of a program

Target: Specific, planned level of result to be achieved within an explicit timeframe

Data Source and Question: Specifies how the data will be obtained (such as a survey, observation, interview, etc.) and the **mandatory** question linked to the data collection.

When to Collect: Specifies when the indicator will be measured, for example: post-program, end of award, etc.

- A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended
- Award recipients are responsible for collecting indicator data on participant outputs and outcomes during the period of performance of the exchange itself. Any anticipated data collection that occurs post-program should include specific details of when the data collection will occur. Note: The onus will be on the Bureau to measure outcomes of ECA participants at one-, three-, and five-years after their exchange has ended to capture the long-term impact of ECA programming.

Entity Responsible: Person or entity responsible for collecting the data

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
ECA Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective						
ECA Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities						
E1.1.01: Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p>Counting Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations To calculate percentage, numerator will be number of respondents who answered "yes" while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>	0	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Do you agree with the following statement?</p> <p>My exchange program offered opportunities for making cultural connections and sharing. <i>For example: Conversations about each other's' countries, Attending cultural events, etc.</i></p> <ul style="list-style-type: none"> • Yes • No 	Post-Program	Award recipient
E1.1.04: Percent of participants with more favorable opinions of the	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's</p>	0	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Did your views of the United States government change as</p>	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
United States Government	<p>Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p>Counting Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations To calculate percentage, numerator will be number of respondents who select "much more favorable" OR "somewhat more favorable" on the survey question. The denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			<p>a result of your exchange program participation?</p> <ul style="list-style-type: none"> • Yes • No <p>If YES:</p> <p>How did your views of the United States government change? Are your views:</p> <ul style="list-style-type: none"> • Much less favorable • Somewhat less favorable • Somewhat more favorable • Much more favorable 		
E1.1.09: Percent of participants who traveled abroad for the first time because of their program	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p>	0	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Before this exchange program, had you traveled outside of your home country?</p> <ul style="list-style-type: none"> • Yes • No 	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	<p><u>Abroad</u> – A country outside of one’s home country</p> <p>Counting Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations To calculate percentage, numerator will be number of respondents who answered “no” to the first question while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			<p>If YES:</p> <p>Why did you travel outside of your home country? <i>Select all that apply.</i></p> <ul style="list-style-type: none"> • Tourism • Visit friends/family • Participation in another U.S. Department of State exchange program (including U.S. Embassy-sponsored exchanges) • Participation in a non-U.S. Department of State exchange • Study • Work • Other: _____ [write-in] 		
E1.1.11: Percent of American participants indicating a change in their understanding of their host country's culture and values	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p><u>Host country</u> - The country in which the</p>	0	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>How much did participation in the exchange program change your understanding or knowledge of the following topics?</p> <ul style="list-style-type: none"> • Host country political system • Host country economy 	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	<p>participant traveled to for their exchange program.</p> <p>Counting Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations Responses to each item should be scored in the following manner: No change – 1 Minimal change – 2 Moderate change – 3 Substantial change – 4</p> <p>The response scores for each item should be summed and divided by the number of items they responded to in order to give an average question score for each respondent.</p> <p>To determine the percent value, the numerator is the number of respondents whose average question score is 2 or greater while the</p>			<ul style="list-style-type: none"> • Foreign affairs of my host country • Domestic affairs in my host country • Host country values and culture • Daily life in my host country • Religious and ethnic diversity in my host country • Freedom of speech and press in my host country • Voluntary community service in my host country <p>[Scale: No change, Minimal change, Moderate change, Substantial change]</p>		

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
E1.1.19: Percent of participants agreeing with statements in support of democratic values	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p><u>Democratic values</u> - The ideas or beliefs that make a society fair, including: democratic decision-making, freedom of speech, equality before the law, social justice, equality, social justice.</p> <p>Count Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations Responses to each item should be scored</p>	0	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>To what extent do you agree or disagree with the statements below?</p> <ul style="list-style-type: none"> • Voting is important because real decisions are made in elections • Free and fair elections are the cornerstone of democracy • An independent media is important to the free flow of information • All citizens in a country should have equal rights and protections under the law, regardless of circumstances • The rule of law is fundamental to a functioning democracy • Individuals have the right to free speech and to voice opposition 	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	<p>in the following manner: Strongly disagree – 1 Disagree – 2 Neither disagree nor agree – 3 Agree – 4 Strongly agree – 5 I don't know/I can't ascertain – 0</p> <p>To determine the percent value, numerator is the number of respondents whose average question score is greater than or equal to 4 on a 1-5 scale while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			<ul style="list-style-type: none"> • Organizations have the right to free speech and to voice opposition • Democratic principles enhance the workplace. Supervisors should incorporate democratic principles into their management practices <p>[Scale: Strongly disagree, Disagree, Neither disagree nor agree, Agree, Strongly agree, I don't know/I can't ascertain]</p>		
ECA Objective 2: Increase the impact that participants and alumni have on their communities / countries						
ECA Sub-Objective 2.2: Foster participants' belief that civic engagement benefits communities/countries						
E2.2.01: Percent of participants who have more confidence in their ability to have an impact in their home country	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p>	0	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>As a result of your program participation, how has your confidence in each of the following changed?</p> <ul style="list-style-type: none"> • I have the ability to make a difference in 	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	<p><u>Home community</u> - The community that the program participant originates from and will return to at the conclusion of the program.</p> <p><u>Home country</u> - The country in which the program participant resides.</p> <p>Count Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculation To determine the percent value, numerator is number of respondents that responded “more confident” to the statement about their ability to make a difference in the ‘community where I live’ while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			<p>the community where I live</p> <ul style="list-style-type: none"> • I have the ability to make a difference in the country where I live • I have the ability to make a difference in the global community <p>[Scale: I am less confident; No change in confidence, I am more confident]</p>		

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
ECA Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions						
E3.0.07: Percent of participants who identify as a Department of State program participant	<p><u>Participant</u> - A person or group of persons that has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p><u>Alumni</u> - Program participants who have been exposed to at least 36 hours of an exchange or a cultural exchange element with the possibility of sustained networking.</p> <p>Count Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations To calculate percentage, numerator will be number of participants who answered "yes" in response to the survey question. The denominator will be the total number of survey respondents.</p>	0	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Do you consider yourself a participant of a U.S. Department of State program?</p> <ul style="list-style-type: none"> • Yes • No 	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	Divide the numerator by the denominator and then multiply by 100 for the percent value.					
ECA Sub-Objective 3.1: Alumni subscribe to platforms for resources and information-sharing						
E3.1.02: Percent of participants who learned about new resources	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p><u>Resource</u> – Information that is new and potentially useful to the participant. Can include information guidance that is either personal or professional. Does not include persons. Can be information provided during any portion of the exchange process (pre-departure, during the exchange, or immediately post-exchange – such as a Congress or concluding event).</p> <p>Counting Frequency</p>	0	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Through your program experience, did you learn about any of the following Department of State-managed resources? <i>Select all that apply.</i></p> <ul style="list-style-type: none"> • Small grants applications from the U.S. Government [Carry forward selection to next question] • Alumni Engagement Innovation Fund (AEIF) applications [Carry forward selection to next question] • Citizen Diplomacy Action Fund applications [ask of American alumni only] [Carry forward selection to next question] • Project Development toolkits [Carry forward selection to next question] 	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	<p>Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations To calculate percentage, numerator will be number of respondents who select at least one of the survey question response options EXCEPT “None of the above” to the first question, while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			<ul style="list-style-type: none"> • Supplies or equipment [Carry forward selection to next question] • Information on workshops/events hosted by the U.S. Embassy in your home country [ask of Foreign Alumni only] [Carry forward selection to next question] • Embassy network of experts and leaders [ask of Foreign Alumni only] [Carry forward selection to next question] • American Spaces (either American Centers, American Corners, or Bi-National Centers) [ask of Foreign Alumni only] [Carry forward selection to next question] • Career Connections [ask of American alumni only] [Carry forward selection to next question] • None <p>For each category the respondent selects, ask: Was this the first time you heard about this resource?</p>		

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
				<ul style="list-style-type: none"> • Yes • No 		
E3.1.05: Percent of participants who are connected to ECA through a U.S. Department of State-managed platform	<p><u>Participant</u> - A person or group of persons that has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p><u>Digital platform</u> - A digital place, opportunity, or event for public discussion or interpersonal engagement intentionally convened, sustained, or otherwise facilitated through ECA programming.</p> <p>Count Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations To calculate percentage, numerator will be number of</p>	0	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Are you connected with the Department of State International Exchange Alumni Network on the following digital platforms?</p> <ul style="list-style-type: none"> • Registered on the alumni.state.gov website (https://alumni.state.gov/) • Follow @Exchangealumni on Twitter, • Connected with Alumni Affairs on LinkedIn (https://www.linkedin.com/in/alumni-affairs-9b871b103/) <p>[Scale: Yes/No/I don't know]</p>	Post-Program	Award Recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	respondents who select “yes” to at least one of the survey question response options while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
ECA Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries						
E4.0.01: Percent of participants reporting increases in their job skills as a result of their program participation	<p>Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Count Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations To determine the percent value, numerator is number of respondents who reply “yes” while the denominator will be the total number of</p>	0	To be completed by the applicant	<p>Survey (self-reported)</p> <p><i>NOTE: Question 1 is also included in Indicator 4.0.01 and 4.0.05. If at least two of those questions are to be included in a survey, question 1 can be asked once, with two multiple follow-up questions based on an affirmative response.</i></p> <p>Did you increase your personal and/or professional skills as a result of your participation in this program?</p> <ul style="list-style-type: none"> • Yes • No 	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
E4.0.03: Percent of participants reporting an increase in soft skills as a result of exchange program participation	<p><u>Soft skills</u> - Qualities and behaviors an individual demonstrates to interact with others effectively. Examples include communication, listening, self-awareness, awareness of others, self-initiative, cognitive competence skills, self-confidence, resourcefulness/resilience, and decision-making and problem-solving skills.</p> <p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p>Count Frequency Each participant should only be counted once in the reporting year</p>	0	To be completed by the applicant	<p>Survey (self-reported)</p> <p><i>NOTE: Question 1 is also included in Indicator 4.0.01 and 4.0.05. If at least two of those questions are to be included in a survey, question 1 can be asked once, with two multiple follow-up questions based on an affirmative response.</i></p> <p>Did you increase your personal and/or professional skills as a result of your participation in this program?</p> <ul style="list-style-type: none"> • Yes • No <p>If YES:</p> <p>Please select the personal skills you increased. <i>Select all that apply.</i></p> <ul style="list-style-type: none"> • Leadership skills • Communication skills • Listening skills • Self-awareness • Self-initiative 	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	<p>following their program completion.</p> <p>Calculations To determine the percent value, numerator is number of respondents who select at least one answer option except for “none of the above skills” in the second question while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			<ul style="list-style-type: none"> • Self-confidence • Resourcefulness • Decision-making skills • Problem-solving skills • Other: _____ [write-in] • None of the above skills 		
ECA Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs						
E4.1.01: Total number of participants	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Counting Frequency Each participant should only be counted once per semi-annual reporting cycle following their program completion.</p>	0	To be completed by the applicant	Administrative data from award recipients	Annually	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
E4.1.02: Total number of program cohorts	<p><u>Program cohort</u> - A group of participants hosted separately under a program umbrella and following a set course of activities and/or study. For instance:</p> <ul style="list-style-type: none"> • IVLP is a program – each individual IVLP project conducted in a year would be considered a sperate cohort. • PFP is a program – the two groups of participants PFP brings to the US each year are each considered separate cohorts. <p>Counting Frequency Each cohort should only be counted once per semi-annual reporting cycle following its completion.</p>	0	To be completed by the applicant	Administrative data from award recipients	Annually	Award recipient
E4.1.16: Number of audience members attending cultural events	<p><u>Audience member</u> - A person who attends an event and is not a program participant.</p> <p><u>Cultural events</u> - Can include events such as concerts or movie screenings; these can be hosted in the United States or</p>	0	To be completed by the applicant	Administrative data from award recipients	Followin g each event	Award Recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	abroad but must be done in conjunction with an ECA program. Count Frequency Audience members should be counted following each event.					
ECA Objective 6: Increase capacity of ECA partner institutions to achieve program strategic goals						
ECA Sub-Objective 6.1: Increase capacity of implementing partners and educational institutions for the internationalization of programs						
E6.1.02: Number of exchange participants from or hosted by Minority-Serving Institutions participating in ECA (both funded and private sector) exchanges	<p>This indicator counts the number of exchange participants (American and foreign), from or hosted by minority serving institutions (MSIs), participating in BOTH ECA's funded programs and the private-sector non-funded programs.</p> <p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p>Count Frequency Each respondent should only be counted once in the reporting year</p>	0	To be completed by the applicant	<p>Administrative Records</p> <p>Provide the number of program participants from or placed at the following (see MSI category options). If you do not have participants from/placed at one of the MSI categories, enter "0."</p> <ul style="list-style-type: none"> • Historically Black Colleges and Universities • Hispanic Serving Institutions • Tribal Colleges and Universities • Total <p>[Include two answer options as applicable: one for participants who are from one of the MSI categories and one for foreign participants who were</p>	Semi-annually	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	following their program completion.			placed at one of the MSI categories]		
ECA Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships						
E8.0.01: Dollar amount (\$) spent on monitoring and evaluation activities	<p><u>Award recipient</u> - An entity that undertakes the work of the ECA Bureau programs, using ECA funding under a formal legal agreement. For ECA Exchange Visitor Programs, these entities are called Exchange Sponsors, which are not ECA-funded, and consist of public, private, or nonprofit entities designated by the Department of State to support persons involved in exchange program activities or events.</p> <p>Count Frequency Each award recipient should provide estimated monitoring and evaluation expenses for each ECA award once per reporting period.</p> <p>Calculation This figure can include fees to any sub-contractors conducting M&E on behalf of the ECA program. This can also</p>	N/A	N/A	<p>Administrative records</p> <p>What is the total dollar amount related to monitoring and evaluation for this ECA award (for programmatic, non-financial reasons) during this reporting period? Please estimate to the nearest dollar.</p> <p>Fill in the blank: _____ [validated as numeric]</p> <p>See "M&E Budget Tracking Guidance" document on the MELI website for the list of activities that constitute monitoring and evaluation</p>	Semi - Annually	Award Recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	include the salaries of award recipient and ECA personnel, but only for the time they spend on M&E of ECA awards. For salaries, can estimate the number of hours spent on M&E activities for the reporting period and multiply by the salary figures.					
E8.0.03: Response rate for participant surveys	<p><u>Participant</u> - A person who has directly participated in an ECA program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p>Counting Frequency Response rates will be calculated and reported semi-annually on surveys that <u>closed</u> (i.e. ceased allowing respondents to respond) in that six-month period, even if the survey opened in the previous six-month period. This may be a single survey or an aggregation, if more than one survey closed in that six-month period. Each survey invitation should be counted once, and</p>	N/A	N/A	Survey Records	Semi-Annually	Award Recipient

[illegible]

Program Goal: The Arts Envoy Program engages American artists and arts professionals in cultural exchange programs and shares the best of the U.S. arts community with the world to foster cross-cultural understanding and collaboration, to demonstrate shared values and aspirations, and to address foreign policy themes and objectives.

D.11. Virtual Exchange Component: When changing political, health, environmental, or other similar circumstances require a suspension or halt of in-person activities and where ECA determines that a virtual alternative is appropriate and viable, award recipients should demonstrate the ability and capacity to transition from in-person to virtual exchanges. Proposals should demonstrate the organization’s capacity to provide innovative options for virtual activities to substitute for in-person engagement for program participants. Organizations should consider how they will implement virtual exchange activities, given the potential limits to internet access from participants in some locations and while continuing to advance foreign policy objectives and achieve lasting benefits for U.S. citizens and international participants.

In addition to planning for virtual exchange activities if in-person programming is prohibited, ECA welcomes innovative ideas on how organizations can leverage virtual programming technologies during or in addition to in-person programming. ECA encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s) is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA’s existing web and social networking platforms. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project-by-project basis.

D.12. Communications Guidance for ECA Recipients: All ECA Recipients must adhere to the requirements in [ECA’s Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

D.13. Budget Format: Applicants must submit SF-424A – “Budget Information – Non-Construction Programs” along with a comprehensive budget for the entire program. There must be a summary budget, a detailed budget, and a budget narrative. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

- A. Personnel Costs
- B. Fringe Benefits
- C. Travel
- D. Equipment Costs
- E. Supplies
- F. Contractual

- G. Construction Costs (note: it is not likely that this construction will be required)
- H. Other Direct Costs
- I. Indirect Costs

Note: For the purposes of this cooperative agreement, applicants should budget based on approximately 300 traveling Arts Envoy participants. The average global cost of airfare for each program is approximately \$3,000.

D.13.a. Allowable costs for the program include the following:

- 1) Honorarium - \$300 per day per participant, including travel days; Misc. Expenses which can include excess baggage fees, visa fees, vaccination fees, domestic airport transportation and other costs listed above, and Educational Materials Allowance – Please see PSI for allowable cost amounts;
- 2) Domestic and international travel for participants, including transit costs if applicable, (American carriers or code-share airlines must be used for overseas travel whenever possible);
- 3) Domestic and international travel for staff from the award recipient organization if recommended and approved by ECA and the participating embassies, to accompany participants on exchange visits with significant logistical requirements. Award recipient organization staff may be asked to accompany participants on exchange travel in approximately ten percent or fewer of programs;
- 4) Reasonable accommodations to ensure inclusion and accessibility to the greatest possible extent;
- 5) Lodging cost at U.S. Government rates published for the specific location;
- 6) Airport taxes and country exit/entry fees;
- 7) Shipping and handling for materials;
- 8) Excess and overweight baggage fees over the Miscellaneous Expenses amount (excess baggage estimates may be subject to change once actual programs are scheduled);
- 9) Visa fees;
- 10) Vaccination fees over the Miscellaneous Expenses amount;
- 11) Other justifiable expenses related to program activities including but not limited to translation of outreach and/or educational materials;

12) Subaward recipient organizations may be used, in which case the written agreement between the prospective award recipient and subaward recipient should be included in the proposal. Sub-awards must be itemized in the budget under General Program Expenses.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

D.14. Key Personnel: ECA recommends that the applicant identify intended key personnel positions via an asterisk (*) or other marking in the proposal budget, budget narrative, or a separate appendix. If not provided in the application, recipients must submit the names, titles, and brief biographical sketches of key personnel to the Grants Officer and GOR within 30 days of an award being issued. Additional information regarding key personnel requirements can be found in the State Department's Standard Terms and Conditions, VI. Recipient Responsibility and Compliance with Federal Requirements (link to: <https://www.state.gov/about-us-office-of-the-procurement-executive/>).

D.15. Application Deadline and Method of Submission:

Application Deadline Date: **Monday, May 16, 2022.**

Method of Submission: Applications may only be submitted electronically through Grants.gov (<https://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Search Grants" portion of the system.

D.16. Grants.gov Registration, Application Submission, and Receipt Procedures

Eligible organizations should follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

D.16.a. How to Register to Apply through Grants.gov

Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

D.16.b. How to Submit an Application to ECA via Grants.gov

For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

D.16.c. Grants.gov Support and Submission Issues

Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: support@grants.gov

D.16.d. Timely Receipt Requirements and Proof of Timely Submission

Applicants have until 11:59 p.m., Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after the application deadline date and time will be automatically rejected by the Grants.gov system and will be technically ineligible.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

D.17. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E. APPLICATION REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

Review Criteria

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered, and all carry equal weight in the proposal evaluation:

- 1. Program quality and planning:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. The agenda and plan should adhere to the program overview and guidelines described above. Program plans should demonstrate ability to administer multiple simultaneous overseas visits by American artists and cultural experts.
- 2. Ability to achieve program objectives:** The objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
- 3. Multiplier effect/impact and follow-on activities:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages. Proposals should indicate ways that follow-on

activities (without Bureau support) in specific genres could result, helping to ensure that Bureau supported programs are not isolated events.

4. Support of Diversity, Equity, and Inclusion (DEI): Proposals should show substantive support of the Bureau's policy on Diversity. Proposals should demonstrate how DEI will be achieved in the different aspects of program administration and of program design, content and implementation, including individual participant recruitment, selection and placement. It is important that proposals have a clearly articulated DEI plan and not simply express general support for the concept of DEI. Proposals should demonstrate how DEI will enhance the program's goals and objectives and the participants' exchange experience. Proposals should demonstrate how the program will further engage diverse and underserved communities.

5. Support for Democratic Principles: Proposals should show substantive support of the Bureau's policy of supporting democratic processes and institutions. A vibrant civil society, including an arts community, is a core element of democratic society, and proposals should demonstrate how program design can support democratic resilience, including through support for democratic values such as freedom of expression as well as stable, inclusive, and entrepreneurial economies.

6. Institutional Capacity / Institution's Record/Ability to achieve objectives: Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. Proposals should demonstrate an institutional record of successful cultural exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Office Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

7. Project Evaluation: Proposals should include a fully developed Performance Monitoring and Evaluation (M&E) narrative and a PMP that includes the goals, objectives, and indicators outlined in the M&E section, as well as any applicant-designed, program-specific objectives and indicators that sufficiently measure the relevant program outputs and outcomes during the period of performance. Proposals will be evaluated for feasibility and alignment with the M&E section, including: 1) M&E resources, monitoring mechanisms, and data analysis and reporting procedures being sufficiently detailed and realistic; 2) a realistic learning plan that provides a strategy to review, understand, and incorporate M&E data into programmatic decisions and practices in conjunction with the Grant Officer/GOR; and 3) a PMP that is complete, clear, and well-organized. All submitted PMPs and M&E narrative sections will be reviewed to ensure the applicant has provided information on the minimum data required as per the solicitation.

8. Cost-effectiveness/Cost-sharing: The overhead components of the proposal, including salaries and honoraria, should be kept as low as possible. All costs should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

F. Federal Award Administration Information

F.1. Award Notices: Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and

the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer and transmitted to the recipient's responsible officer as identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition following the completion of the review process.

F.2 Administrative and National Policy Requirements: Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

<https://www.whitehouse.gov/omb>
<https://www.state.gov/m/a/ope/index.htm>

F.3. Region and Topic Specific requirements: The following additional requirements apply to this project:

F.3.a. Palestinian Authority, West Bank, and Gaza Programming: All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact (Ed Findlay, ECA/PE/C/CU, 202/826-4367, FindlayEF@state.gov) for additional information).

F.4. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

- 1.) Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 120 calendar days after the cooperative agreement year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The complete report and supporting documentation must

be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's [SAMS Domestic](#).

- 2.) The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email ECA_SAMSDomestic@state.gov.

- 3.) A final program and financial report no more than 120 days after the expiration or termination of the award;

Award recipients will be required to provide reports analyzing their M&E findings to the Bureau in their regular program reports. (Please refer to section D.10, Program Performance Monitoring and Evaluation for more information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

F.5. Program Data Requirements: Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

G. Agency Contacts

For questions about this announcement, contact: Edward Findlay, U.S. Department of State, ECA/PE/C/CU, SA-5, 3rd Floor F-9, 2200 C Street, NW, Washington, DC 20037, 202/826-4367, FindlayEF@state.gov.

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

H. Other Information:**Notice:**

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards will be subject to periodic programmatic and financial reporting and evaluation requirements as outlined in the NOFO.

Lee Satterfield
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

February 25, 2022